

ADMINISTRATIVE - INTERNAL USE ONLY

77-4842

DD/A Registry
77-3167

2 JUN 1977

Executive Registry
77-6203/2

OGC Has Reviewed

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Headquarters Notice Announcing Revision of
Trial Period

REFERENCE : Memo for D/Pers fr DDCI dtd 10 May 77, subject:
Revision of Trial Period

1. Forwarded herewith in response to reference is a proposed Headquarters Notice announcing the change in the employment trial period for all new Agency employees.

2. In lieu of a separate memorandum for each Fitness Report prepared on employees during the three-year trial period, provision is made for a specific comment as the first sentence of the narrative part of the Report, recommending retention or termination. When the recommendation is for termination, or in situations where the employee has not satisfactorily performed the assigned duties but is being given another opportunity to upgrade the performance in the same or a different assignment, a separate memorandum of explanation or justification will accompany the Fitness Report.

STATINTL

F. W. M. Janney

Att.

APPROVED :

6 JUN 1977

Date

DISAPPROVED:

Date

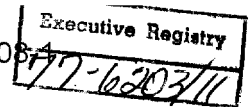
Distribution:

Orig & 2 - Adse (Orig ret to D/Pers)
2 - D/Pers
1 - OP/RS

MORI/CDF

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This Notice Expires



PERSONNEL

HN-

10 JUN 1977

EXTENSION OF THE TRIAL PERIOD FOR NEW EMPLOYEES

1. Effective 10 May 1977 the trial period for new employees of the Agency was extended from one year to three years. The trial or probationary period has been the subject of a detailed Agency study and it has been determined that one year does not provide an adequate time frame in which to make a reasoned judgment of an employee's abilities and talents. The Agency's tasks and assignments often require lengthy training periods for new employees, making it difficult to obtain meaningful performance evaluation after only 12 months of service. The three-year period will give both the employee and management a more realistic period for assessment of the individual's qualifications.

2. During the first two years of the trial period, involuntary termination of employment may be effected by the Director of Personnel on the recommendation of the Head of the employee's Career Service. During the third year of the trial period, involuntary termination of employment may also be effected by the Director of Personnel; however, the Director of Personnel's decision may be appealed to the Director of Central Intelligence for review.

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3. The career selection process is a vitally important function in the management of the Agency, and it is essential that careful reviews and determinations be made during the trial period that employees do or do not meet Agency suitability standards for continued employment. The effectiveness of this depends on the thoroughness of the evaluation procedures used within each Career Service. Since the Fitness Report system is a key factor in documenting the evaluation of the employees performance during the trial period, a recommendation, to be included as the first sentence of the narrative part of the Fitness Report, for either continuation of employment or termination, is required before the end of each year of the trial period. When the level of performance is in question, but management has determined that the employee deserves additional time or another assignment to provide the basis for further assessment, a separate memorandum, acknowledged by the employee, must be prepared to accompany the Fitness Report explaining the situation. Recommendations for termination, of course, need not be delayed to coincide with the due date of the Fitness Report but may be made anytime during the trial period.

4. Proposals for termination during the probationary period will be formalized in a memorandum from the Operating Official to the Head of the Career Service for recommendation to the Director of Personnel. Recommendations for termination after the second year of the trial period will include an explanation by the Head of the Career

Service as to the factors that precluded an earlier recommendation for termination. Early resolution must be made of apparent cases of unsuitability or poor performance. Neither the employee nor the Agency benefit by the avoidance or delay of the management responsibility to determine whether new employees should be retained or not.

5. To provide for adequate advance notice to employees and time to present appeals, following is the schedule for submission of Fitness Reports during the trial period:

At the end of 12 months of service

At the end of 21 months of service

At the end of 33 months of service

6. Agency regulations concerning this subject will be modified as appropriate to reflect this new policy.

/s/ E. H. Knoche

E. H. Knoche
Deputy Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES

ADMINISTRATIVE - INTERNAL USE ONLY

10 May 1977

DD/A Registry

77-2688

MEMORANDUM FOR: Director of Personnel

SUBJECT: Revision in Trial Period

REFERENCE: Your Memorandum to the A/DCI, Dated 15 February 1977
Same Subject

1. I have considered the recommendations contained in the reference as well as responses and comments made by the Deputy Directors of Intelligence, Operations, and Science and Technology. Based upon the Agency's special requirements for lengthy training periods for many new employees, and because our unique missions often make an adequate performance evaluation difficult after only twelve months, I have determined that it is necessary and desirable to extend the probationary period.

2. Our regulations should be revised to reflect the following:
a. Establishment of a probationary period of three years;

(1) During the first two years of this period involuntary termination of employment may be effected by the Director of Personnel in accordance with standards currently applicable. There shall be no appeal.

(2) During the third year involuntary termination may be effected as in (1) above, but the Director of Personnel's decision may be appealed to the Director of Central Intelligence.

b. Fitness Reports and a recommendation for either continuation of employment or termination shall be required before the end of each year of the trial period.

c. Proposals for involuntary termination shall be supported by written statements and shall be accompanied by recommendations or comments of officers from the employee's immediate supervisor through the head of the career service.

d. A preference for early resolution of apparent cases of unsuitability or poor performance. Recommendations for involuntary termination after the second year of the trial period shall include an explanation by the head of the career service of those factors which precluded an earlier recommendation for termination.

STATOTHR

Approved For Release 2006/08/09 : CIA-RDP80M00165A000300030008-1

STATOTHR

3 Pursuant to the provisions of 5 United States Code Section 302,

[REDACTED]
[REDACTED] I hereby delegate to the Director of Personnel the authority of the Director of Central Intelligence as head of the Central Intelligence Agency to effect involuntary terminations of employment during the trial period, as outlined in the preceding paragraph. Any involuntary termination beyond the trial period established herein shall be accomplished only by decision of the Director or the Deputy Director of Central Intelligence.

STATINTL

[REDACTED]
E. H. Knoche

Deputy Director of Central Intelligence

cc:
D/DCI/IC
D/DCI/NI
DDA
DDO
DDI
DDS&T
IG
GC
LC
Comptroller
D/EEO

Executive Registry

77-6203/13

DDA
10 May 77

Headquarters Notice Announcing Revision of Trial Period

John F. Blake
Deputy Director for Administration

DDA 77-3173

STATOTHR

6 June 1977

Deputy Director of
Central Intelligence

Hank:

While I have approved Fred Janney's memo to me I believe, first, that you should be aware of the matter and, secondly, should sign the proposed Headquarters Notice.

Incidentally, if we were to require memoranda with all Fitness Reports that would grow to 4500 memoranda in three years--about 1500 new employees each year.

/s/ Jack Blake

John F. Blake

Attachment

Memo dtd 2 Jun 77 to DDA

fr D/Pers, same subj (DDA 77-3107)

Distribution:

Orig RS - DDCI

✓ T - ER

1 - DDA Subject w/cy of Att
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EXECUTIVE REGISTRY FILE